

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 06-120

POSITION TITLE/NUMBER: HR Specialist (Military)(Indefinite), 06-120, (PD Number: 70553000)

GRADE/SALARY: GS-0201-07 \$35,625.00 - \$46,310.00 per annum
GS-0201-09 \$43,577.00 - \$56,655.00 per annum

DUTY LOCATION: Det 4 (Recruiting & Retention), Sandston, VA

OPENING DATE: 25 August 2006 **CLOSING DATE:** 26 September 2006 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Commissioned Officers (NTE O3), Warrant Officers and Enlisted Personnel (NTE E-7)

WHO CAN APPLY:

GROUP I - All qualified Commissioned Officers (NTE O3), Warrant Officers and Enlisted Personnel (NTE E-7) currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army or Air National Guard Commissioned Officers (NTE O3), Warrant Officers and Enlisted Personnel (NTE E-7), regardless of employment status (Traditional/Military Technician/AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached if the enlistment occurred within 60 days prior to, or during, the advertisement period.

GROUP III - Individual eligible for membership in the Virginia National Guard.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a AOC/MOS as follows: O: BR: 42B AOC: 43, 45, 49, 50, 59; W: MOS: 420A; E: MOS: 42A/F/L

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit and AOC/MOS prior to placement.

POINT OF CONTACT: CPT Phyllis R. Sykes, (804) 328-3194

QUALIFICATION REQUIREMENTS

GENERAL: Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

SPECIALIZED EXPERIENCE: GS-7- Must have twelve (12) months experience which equipped the applicant with specialized experience to successfully perform the duties of the position, such as: Experience in extracting numerical or detailed military personnel information from various sources to analyze data for records, reports, or other assignments; experience in preparing written reports, composing letters, and providing a variety of information orally; experience in interpreting and applying military personnel rules/regulations to non-procedural cases; experience which has provided a knowledge of the structure of a military organization.

GS-9- Must have twenty-four (24) months experience which equipped the applicant with specialized experience to successfully perform the duties of the position, such as: Experience in extracting numerical or detailed military personnel information from various sources to analyze data for records, reports, or other assignments; experience in speaking before an audience and in writing procedural material; experience in researching, interpreting, and applying regulations, directives, etc. to establish military personnel policies and procedures; experience which has provided a knowledge of the structure of a military organization.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are not used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

GS-7

1. Ability to analyze, coordinate, and gather facts pertaining to specific military personnel transactions.
2. Skill in oral and written communication in expressing and securing information.
3. Ability to interpret and apply rules and regulations.
4. Knowledge of military organizational structure.

GS-9

1. Ability to analyze, coordinate, and gather facts pertaining to specific military personnel transactions.
2. Ability to formulate policies in writing and give presentations or briefings.
3. Ability to formulate policies based on rules and regulations.
4. Knowledge of military organizational structure.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in a field directly related to the position. Applicants must submit transcripts, diplomas or other forms of completion certificate to provide verification of related courses.

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DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 70553000: Provides technical guidance and procedural support to the AMEDD Strength Manager, Recruiting & Retention Manager, Officer Strength Manager, Military Personnel Office (MILPO), State Surgeon/Deputy State Surgeon, State Chaplain, State SJA, commanders, unit personnel, field recruiters, and healthcare ministry and legal professionals. Participates in developing and implementing written policies and guidelines pertaining to recruiting and retention programs for AMEDD, Chaplain, and SJA positions such as local regulations and Standard Operating Procedures (SOPs). Coordinates and participates in recruiting efforts both locally and nationally at recruiting events. Prepares requests for the conditional release of applicants from other military services or transfers between states. Coordinates with the state retention programs for health care professionals, ministry and legal professionals. Composes and prepares a variety of correspondence directed to local, national, civilian, military, professional groups, associations, and educational institutions concerning recruitment and educational programs in response to inquiries as a part of healthcare, ministry and legal advertising campaigns.

REMARK: Applicant selected for this position must possess a Secret security clearance.

Applicant selected at the lower grade may be noncompetitively promoted to the next higher grade upon completion of requirements for that position.

This position is being advertised as an indefinite appointment and the applicant selected may be released at any time.

In the event a permanent employee is accepted for this indefinite position, there will be a change in their tenure from permanent to indefinite.

Indefinite appointments may be made permanent at a later date without competition. Individual will be advised of his/her rights and benefits to which entitled.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@va.ngb.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II OR III APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PREPLACEMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.negard.com/jobs/Docs/statepoc.htm>.

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DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer